

BUSINESS AND FINANCE TECHNOLOGY EDUCATION

By the end of grade 12, students will develop skills, knowledge, understanding, and attitudes necessary for successful participation in postsecondary education and/or employment opportunities in their personal business and financial endeavors as responsible and contributing citizens of local, national, and global economies.

Program Goals

As a result of education in Grades 5-12, each student will:

- Understand and apply technology in the workplace.
- Develop an appreciation for the role of business in a global society.
- Understand the legal and ethical aspects of business.
- Understand the responsibility of each worker in the business and finance enterprise.
- Utilize traits associated with a positive work ethic.
- Work with people from diverse backgrounds.
- Explore career opportunities.
- Develop an appreciation for lifelong learning and further education.
- Understand and apply economic and personal finance concepts.
- Demonstrate a mastery of basic skills in communication, computation, critical thinking and decision-making.
- Transfer and adapt skills learning to different work and life situations.

5-12 Content Standards

1. Accounting	Students will comprehend a company's financial resources.
2. Business Management	Students will utilize human resources and economic theories and understand laws affecting personal and business financial decisions in the global marketplace.
3. Career Development	Students will gain a developmental understanding of their own skills, strengths, and weaknesses. They will also recognize the ever-evolving requirements of the workplace and the relationship of lifelong learning to career success.
4. Computer Information Systems	Students will develop the ability to analyze, synthesize, and evaluate situations at home, school, or work, and apply technology to solve problems and complete tasks efficiently and effectively. Students will utilize appropriate technology in all programs of studies.

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Content Standard 1: Accounting: How do students make sound financial business decisions?

Students will:	Grades 5-8	Grades 9-12
<i>Comprehend a company's financial resources.</i>	<ul style="list-style-type: none"> • Understand profit and loss; 	<ul style="list-style-type: none"> • Complete the accounting recording cycle and be able to prepare basic financial statements according to generally accepted accounting principles for various forms of business organizations;
	<ul style="list-style-type: none"> • Understand personal credit and debt; 	<ul style="list-style-type: none"> • Prepare, interpret and analyze basic financial statements as used by stockholders, creditors, and other users of financial information;
	<ul style="list-style-type: none"> • Prepare a budget for personal/household expenses; and 	<ul style="list-style-type: none"> • Use planning and control techniques to be able to evaluate the performance of an organization; and
	<ul style="list-style-type: none"> • Understand personal income tax. 	<ul style="list-style-type: none"> • Apply appropriate accounting principles and procedures to selected topics such as income taxes and payroll preparations.

Content Standard 2: Business Management: How do students make appropriate business decisions in the global marketplace?

Students will:	Grades 5-8	Grades 9-12
<i>Utilize human resources and economic theories and understand laws affecting personal and business financial decisions in the global marketplace.</i>	<ul style="list-style-type: none"> • Explain the importance of leadership in business organizations; 	<ul style="list-style-type: none"> • Analyze management functions and theories including their implementation and integration within the global business environment;
	<ul style="list-style-type: none"> • Explain the basic concepts of the Constitution and the branches of government; 	<ul style="list-style-type: none"> • Analyze the ethical and legal rules as they relate to the conduct of business within the socioeconomic arena of the national and international marketplace;
	<ul style="list-style-type: none"> • Identify the basic features of various economic systems, including that of the United States, and the importance of their interrelationships; 	<ul style="list-style-type: none"> • Compare and contrast the basic features of various economic systems, including that of the United States, and the importance of their interrelationships;
	<ul style="list-style-type: none"> • Identify personal traits that are typical characteristics of a successful entrepreneur; 	<ul style="list-style-type: none"> • Analyze the degree to which one possesses the characteristics of an entrepreneur and apply economic concepts and legal considerations when making entrepreneurial decisions;
	<ul style="list-style-type: none"> • Discuss the role involvement of the United States in international trade throughout history; and 	<ul style="list-style-type: none"> • Analyze the role of international business and how it impacts business activities on the local, state, and international levels; and
	<ul style="list-style-type: none"> • Identify the steps in the decision-making process to a situation involving an economic decision. 	<ul style="list-style-type: none"> • Apply the decision-making process for personal financial planning as it applies to their roles as citizens, workers, and consumers.

Content Standard No. 3: Career Development: How do students prepare for the dynamic workplace?

Students will:	Grades 5-8	Grades 9-12
<i>Gain a developmental understanding of their own skills, strengths, and weaknesses. They will also recognize the ever-evolving requirements of the workplace and the relationship of lifelong learning to career success.</i>	<ul style="list-style-type: none"> Identify and correlate individual talents and interests; 	<ul style="list-style-type: none"> Assess and analyze personal skills, abilities, aptitudes, strengths, and weaknesses as they relate to career exploration and development;
	<ul style="list-style-type: none"> Use a variety of research tools to identify and describe career opportunities in the global economy; 	<ul style="list-style-type: none"> Utilize career resources to develop a career information portfolio that includes international career opportunities;
	<ul style="list-style-type: none"> Demonstrate appropriate skills, behaviors, and ethics for the workplace; and 	<ul style="list-style-type: none"> Apply the concepts of work ethics, workplace relationships, workplace diversity, and workplace communication skills to career development; and
	<ul style="list-style-type: none"> Research career clusters through a variety of resources. 	<ul style="list-style-type: none"> Develop strategies to make an effective transition from school to career.

Content Standard 4: Computer Information Systems. How do students utilize computer technology?

Students will:	Grades 5-8	Grades 9-12
<i>Develop the ability to analyze, synthesize, and evaluate situations at home, school, or work and apply technology in solving problems and completing tasks efficiently and effectively; and utilize appropriate technology in all programs of study.</i>	<ul style="list-style-type: none"> Explore the impact of information technology on society; 	<ul style="list-style-type: none"> Assess the impact of information technology on society;
	<ul style="list-style-type: none"> Identify commonly used basic hardware and software components; 	<ul style="list-style-type: none"> Use advanced input technologies appropriately to enter and manipulate text, graphics, and numerical values;
	<ul style="list-style-type: none"> Use basic input technologies appropriately to enter and manipulate text, graphics and numerical values; 	<ul style="list-style-type: none"> Demonstrate improvements in touch keyboarding skills;
	<ul style="list-style-type: none"> Use touch keyboarding skills at acceptable speed and accuracy levels to enter and manipulate text and data; 	<ul style="list-style-type: none"> Gather, evaluate, use, and correctly cite data from information technology sources;
	<ul style="list-style-type: none"> Cite sources of all types of data; 	<ul style="list-style-type: none"> Adhere to legal and ethical issues that apply to safety and security, including laws pertaining to computer crime and abuse;
	<ul style="list-style-type: none"> Adhere to legal and ethical issues that apply to safety and security, including laws pertaining to computer crime and abuse; and 	<ul style="list-style-type: none"> Create, maintain, query, and design reports using database management software;
	<ul style="list-style-type: none"> Design and create simple web pages. 	<ul style="list-style-type: none"> Design, develop, code, test, and execute computer programs;
		<ul style="list-style-type: none"> Code WebPages by using html, xml, JavaScript, or other programming languages; and
		<ul style="list-style-type: none"> Develop the skills to use, evaluate, and deploy network topologies and protocols.

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